

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>

Application Closing Deadline: Monday, December 7, 2015

ANTICIPATED VACANCY

COURT REPORTER

Annual Monthly Minimum Salary: \$3,964.09 or \$4,370.40

Position Number: 009904

General Description

The essential function of the position within the organization is to stenographically record court proceedings and produce transcripts. The position is responsible for recording court proceedings, performing research, proofreading and editing recorded proceedings to produce transcripts, and assisting with training of other departmental personnel. The position works under general supervision independently developing work methods and sequences.

Education and Training Guidelines:

- Two-year vocational school education in court reporting; or two-year education at a certified Court Reporting Institute.
- Two years working as a court reporter may be substituted for the two years vocational education.

Licenses, Certification, and Regulations Required:

- A valid certificate as a Registered Professional Reporter (RPR) or higher, e.g., Certified Real Time Reporter is preferred.

Competencies

Data Responsibility:

Reports on activities and results of major events.

People Responsibility:

Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, equipment, or small amounts of money.

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Mathematical Requirements:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Reads and interprets advanced professional materials; writes extremely complex transcripts; speaks to high level professionals.

Complexity of Work:

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Makes decisions with moderately serious impact - affects work unit and may affect other work units or citizens.

Equipment Usage:

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as stenograph machines, laptops or recorders.

Safety of Others:

Requires some responsibility for safety of others and/or for occasional enforcement of the standards of public safety.

Special Comments:

- Ability to communicate effectively in writing and orally.
- Ability to manage multiple projects, priorities, and activities.
- Ability to plan, edit, and proofread reports, articles, and other written materials.
- Ability to develop and maintain effective working relationships with members of the judiciary, state court personnel and the public.
- Must be knowledgeable of court operations and administration
- Must be proficient in the use of Word, WordPerfect and Excel.
- Experience in the legal system will benefit the successful applicant.
- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicants.
- A reference check of previous and current employers will be conducted.
- Previous applicants will be considered and need not reapply.
- Position available no earlier than Monday, January 4, 2016.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.